

Quote Package and Specification

Stearn County Ditch 17 Tree Clearing



Prepared For

Sauk River Watershed District

Prepared by



Two Carlson Parkway, Ste 110, Plymouth, MN 55447
P: 612.355.7726

I hereby certify that this specification was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Signature: _____

License No.

Printed Name:

Date:

NOTICE

The Sauk River Watershed District (SRWD) is requesting quotes for tree removal along Stearns County Ditch 17 (SCD 17). SCD 17 generally runs south to north near Waite Park, MN between MN State Highway 23 and County Road 137 north of Interstate 94.

The SRWD Drainage Inspector will receive quotes at its office located at 642 Lincoln Road, Sauk Centre, MN 56378, or via email at scottw@srwdmn.org until 4:00 PM on December 19th, 2025.

Contact: Scott Wittkop

Ditch Inspector
Sauk River Watershed District

scottw@srwdmn.org
Office Phone: 320-352-2231
Fax Number: 320-352-6455

DEFINITIONS

Owner: Sauk River Watershed District
Engineer: Moore Engineering, Inc. (Moore)

GOVERNING SPECIFICATIONS AND REGULATIONS

The Work will conform to the 2025 Edition of the Minnesota Department of Transportation "Standard Specification for Construction" (MnDOT Specification).

Standard General Conditions of the Construction Contract, prepared by Engineers Joint Contract Documents Committee (EJCDC).

CONTRACTORS work shall comply with all local, state and federal laws.

PRE-QUOTE MEETING

The Owner will conduct an on-site pre-bid meeting for 2:00 PM, central time on **December 11**, 2025. Meeting location will be where the site access drive intersects of CSAH 138 as shown on the cover sheet of the plans in Attachment A. Attendance is recommended for all prime bidders and subcontractors.

SITE LOCATION AND EXTENTS

Work shall be limited to the area shown in Attachment A, or as directed by the Owner.

SCOPE OF WORK

1. Mobilization

- a. The mobilization bid item includes, but is not limited to the movement of equipment onto and out of the site, locate and protect utilities, general site preparation and restoration including the access road and staging areas, site cleanup, construction trailer, project meetings, project permits, site security, cost of health & safety, insurance, and bonds.

2. Clearing:

- a. The work and materials required to limb, log and remove trees. Work also includes clearing of trees and brush for construction access. Removal of downed trees is incidental to this item. Clear areas required for access to site and execution of Work. Remove trees, hedges, brush, vegetation, and shrubs within project area. Flush cut stumps within 2-inches of the ground surface. Protect main root ball, and root systems as practicable. Clear undergrowth and deadwood, without disturbing subsoil. Remove debris, rock, and extracted plant life from site. Continuously clean-up and remove waste materials from site. Do not allow materials to accumulate on site. Do not burn or bury materials on site. Leave site in clean condition.

3. Disposal:

- a. The work, equipment, and materials required to dispose of woody vegetation not removed from the project area. Contractor may keep and haul away any vegetation removed as part of Item 2, above, at their own expense. All woody vegetation not hauled away by the Contractor shall be disposed (i.e., burned and buried). The disposal location shall be coordinated with the Owner and any impacted landowner. Haul paths disturbed during disposal must be stabilized at the end of the project.

4. Rapid Stabilization:

- a. Site stabilization and restoration will conform with the 2025 Edition of the MnDOT Specifications 2575 "Establishing Vegetation and Controlling Erosion" and follow "Rapid Stabilization Method 1".

5. Seeding:

- a. Pay item will include all labor and materials necessary to procure specified seed mix, prepare soil, and place seed. Disturbed areas are to be reseeded with MnDOT Southern Tallgrass Roadside (STR) seed mix at an application rate of 26 pounds per acre. Seed mix must include Winter Wheat as a cover crop if dormant seeding. Dormant seeding shall be allowed in the months of October and November when the ground is cool. At no time shall seed be sown if ground is frozen.

CONTRACTORS USE OF PREMISES

- A. The work limits are shown in Attachment A.
- B. Contractor shall limit use of site for the Work specified herein, for temporary storage, and for access, and as coordinated with the Owner.
- C. Contractor operations shall be limited to the work limits depicted in Attachment A. Contractor shall obtain written approval from the Owner prior to any activity outside of the work limits if needed. Contractor shall restore any disturbed areas to their pre-project condition prior to project close-out at their own expense. Contractor shall assume full responsibility for protection and safekeeping of products under this Contract.
- D. Contractor shall schedule deliveries to minimize space and time requirements, coordinate with the Owner for locations for storage of materials and equipment as indicated on site.
- E. The Contractor is responsible, without compensation, for any damage to property resulting from the work.

CLEANING UP AND FINAL CLEANING

- A. The Contractor at all times shall keep the premises free from accumulation of waste materials or rubbish caused by their operations, keep areas clean and free from fire hazards. The Contractor shall be responsible for removal (including hauling) of all of their debris, cartons, crates and surplus materials, maintaining their work neat and orderly throughout construction period, as well as cleaning of all their work and equipment.
- B. The Contractor shall maintain the work site in a clean and safe condition as required by applicable laws including the provisions of MN 1407 Final Cleanup, MN 1606 Storage of Materials, MN 1706 Employee Health and Welfare, MN 1716 Contractor Responsibility for Work and MN 1717 Air, Land and Water Pollution.

TIME OF COMPLETION

The work to be performed shall commence after award of the Contract, or as directed by the Owner and shall have clearing completed by February 13th, 2026. The preference will be given to contractors with proposed schedules that accomplish this schedule. Final completion shall be completed no later than June 5th, 2026 at which time vegetation shall be fully established.

MEASUREMENT AND BASIS OF PAYMENT

The Contractor shall furnish all the materials, equipment, supplies and labor, including all Contractor's superintendents, and perform all work described in this Quote Package and as shown in **Attachment A**.

Payment shall be made consistent with the unit quantities as listed in the Quote Form below. These are planned quantities. Any deviation of the planned quantity will require written agreement between the Contractor, Owner, and Engineer of the updated quantity.

The contractor shall be familiar with the site conditions before submitting a quote.

Prior to payment, all work completed and billed by the Contractor shall be reviewed and approved by the Owner and the Contractor. This may include an in-field meeting between the Owner and the Contractor to verify the completion of the work. Payment will occur after approval of all work bid item by the Owner.

QUOTE FORM

SAUK RIVER WATERSHED DISTRICT

TREE REMOVAL ON STEARNS COUNTY DITCH 17

ITEM NO.	ITEM DESCRIPTION	UNIT	TOTAL QUANTITY	UNIT COST	TOTAL PROJECT COST
1	MOBILIZATION	LS	1		
2	CLEARING (P)	AC	10		
3	Disposal	LS	1		
4	RAPID STABILIZATION METHOD 1 (P)	AC	10		
5	SEEDING SOUTHERN TALLGRASS ROADSIDE (P)	AC	10		

*(P) indicates a planned quantity.

CONTRACTOR:

By: _____

Title: _____

Quote Submittals and Selection

The selection and award of the project will not be solely based on low bidder, but also on ability to complete the work in a timely manner. Bidding contractors shall submit costs to complete the work in the above Quote Form, and a separate work plan that shall, at a minimum, include:

1. List and description of the equipment to be used and related disturbance,
2. Expected schedule.

PERMITTING

If more than one acre is disturbed, the CONTRACTOR is responsible for obtaining a National Pollution Discharge Elimination Systems (NPDES) Construction General Permit from the Minnesota Pollution Control Agency (MPCA).

Contractor is responsible for acquiring any other necessary permits at their own expense.

INSURANCE

The Contractor and Subcontractors shall maintain insurance for Comprehensive Public Liability and Broad Form Property Damage, Comprehensive Automobile Public Liability and Property Damage, Contractual Liability, Completed Operations Liability and Explosion, Collapse and Underground Property Damage. The provisions must include coverage for Bodily Injury Liability which includes bodily injury claims from the Contractor's and Subcontractors' employees. Minimum coverage shall be as follows:

A. Workmen's Compensation - Statutory Requirements.

B. General Liability Insurance.

Bodily Injury and Property Damage Combined

\$1,500,000 per occurrence.

\$1,500,000 aggregate limit.

C. Automobile Liability Insurance

Bodily Injury and Property Damage Combined

\$1,500,000 per occurrence.

\$1,500,000 aggregate limit.

Coverage limits as stated above may be met through an umbrella/excess policy as an addition to the general/automobile liability policies.

The insurance policy or policies required shall include the interests of the Owner and the Engineer, all of whom shall be listed as insured or additional insured parties with primary coverage.

The insurance required shall include policy or policies which afford coverage to damage to property of others arising out of the perils of construction. All responsibility for payment of any sums resulting from any deductible profession, corridor, or self-insured retention conditions of the policy or policies shall remain with the Contractor.

These insurance requirements are not to be construed as recommended or maximum amounts. Contractor is solely responsible for determining the appropriate limits of insurance coverage for injuries or damages resulting from the performance of the work under the Contract Documents.

Notwithstanding the availability of, or limits on, or deductible provisions in, any insurance provided by the Contractor, Contractor shall defend, indemnify and hold harmless the Owner and Engineer from any and all claims or causes of action alleged to arise from or on account of acts or omissions of Contractor, its officers, employees, agents or subcontractors, in performing the work called for in the Contract Documents.

Contractor shall furnish with the certificate(s) of insurance copies of all endorsements providing additional insured status of Owner and Engineer.

CONTRACTOR'S REPRESENTATIONS

The Contractor is familiar with the nature and extent of the Work, site locality, and all local conditions and Laws and Regulations that may affect the project.

The Contractor agrees to take full responsibility for any damage to public or private property caused by them during construction and agrees that the Owner will not be held liable for any said damage.

The Contractor agrees that any authorized representative of Owner or the State Auditor may have access to and the right to examine, audit, and copy any such records during normal business hours. State funds will not be used for this project and do not require prevailing wage.

DISCLAIMER

This RFQ does not obligate the Owner to award a contract or complete the project. The Owner reserves the right to amend or cancel Quotes at any time if the best interest of the Owner requires such action. The Owner reserves the right to reject any or all proposals/bids and to waive informalities and minor irregularities in proposals/bids received and to accept any portion of a proposal if deemed in the best interest of the Owner.

CONTRACT SUM

The Owner shall pay the Contractor for the performance of the contract, subject to additions and deductions therein, in current funds as follows:

_____ (\$_____)

WRITTEN

AGREEMENT

The Contractor and the Owner agree that all the terms of this Agreement shall be binding upon themselves, their heirs, administrators, executors, legal and personal representatives, successors and assigns. The Contractor shall not use any subcontractors unless approved by the Owner.

STIPULATED AMOUNT: The Undersigned Contractor hereby proposes and agrees to furnish all the necessary labor, materials, equipment, tools and services necessary for the SCD 17 Tree Removal, all in accordance with the Plans, Specifications and other Contract Documents prepared by Moore Engineering, Inc., for the prices shown herein.

KNOWLEDGE OF LOCAL CONDITIONS AND CONTRACT DOCUMENTS: The Undersigned Contractor has examined the location of the proposed work, the Plans, Specifications and other Contract Documents and is familiar with the nature of the work, and local conditions at the place where the work is to be performed.

QUALIFICATIONS OF BIDDER: The Undersigned Contractor is experienced and skilled in the nature of the work and agrees to guarantee performance of all work and to renew or repair any work that may be rejected due to defective materials or workmanship prior to final completion and acceptance by the Owner.

This Agreement is entered into under and pursuant to the laws of the State of Minnesota and shall in all respects be construed in accordance with the laws of said State.

Owner: Sauk River Watershed District

Owner's Signature

Date

PRINTED NAME

TITLE

Contractor's Signature

Date

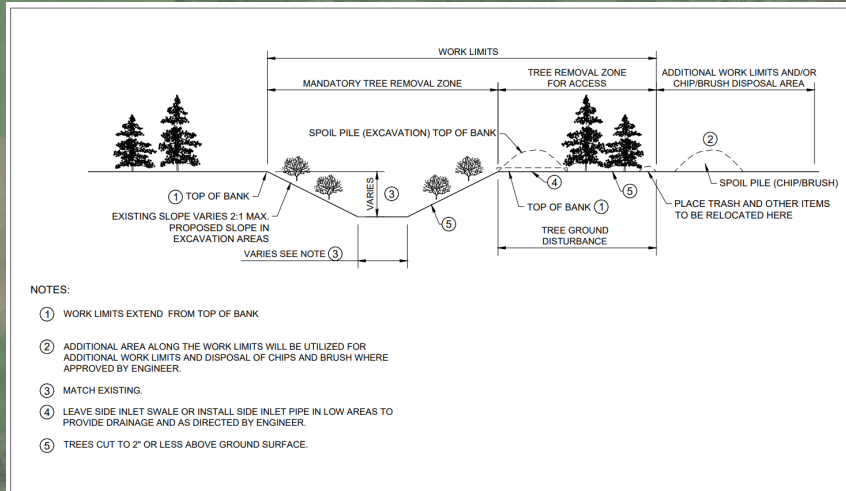
THE ABOVE PROPOSAL IS HEREBY RESPECTFULLY SUBMITTED BY:

CONTRACTOR

BY TITLE

BUSINESS ADDRESS

Attachment A



- NOTES:**
- 1 WORK LIMITS EXTEND FROM TOP OF BANK
 - 2 ADDITIONAL AREA ALONG THE WORK LIMITS WILL BE UTILIZED FOR ADDITIONAL WORK LIMITS AND DISPOSAL OF CHIPS AND BRUSH WHERE APPROVED BY ENGINEER.
 - 3 MATCH EXISTING.
 - 4 LEAVE SIDE INLET SWALE OR INSTALL SIDE INLET PIPE IN LOW AREAS TO PROVIDE DRAINAGE AND AS DIRECTED BY ENGINEER.
 - 5 TREES CUT TO 2" OR LESS ABOVE GROUND SURFACE.

DET DITCH CORRIDOR "WORK LIMITS"
1-11 NOT TO SCALE

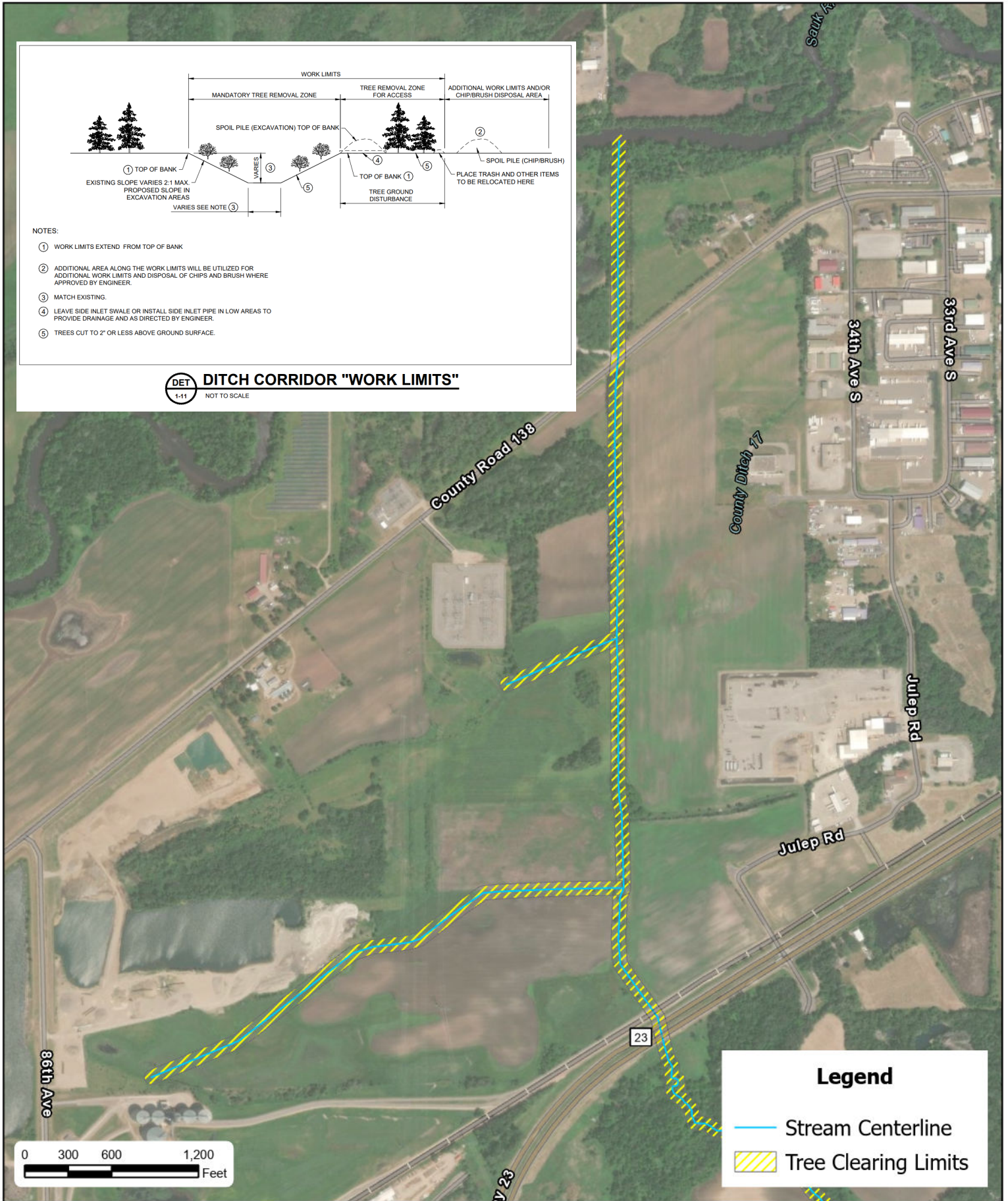
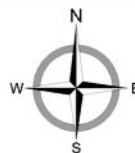


Figure 1
SCD 17 TREE CLEARING LIMITS
WAITE PARK, MINNESOTA

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Plotted By: Jonah Welter Parcel Date: XX/XX/20 Aerial Image: 2019 County NAIP SIDS Elevation Data: Lidar
Horizontal Datum: NAD 1983 HARN Adj MN Stearns Feet Vertical Datum: NAVD1988
Q:\Projects\24000\24500\24576 SaukCentreMN 2024SRWDDistEngineer\GIS\APRX\SCD17\24576_SCD17\24576_SCD17.aprx



moore
engineering, inc.

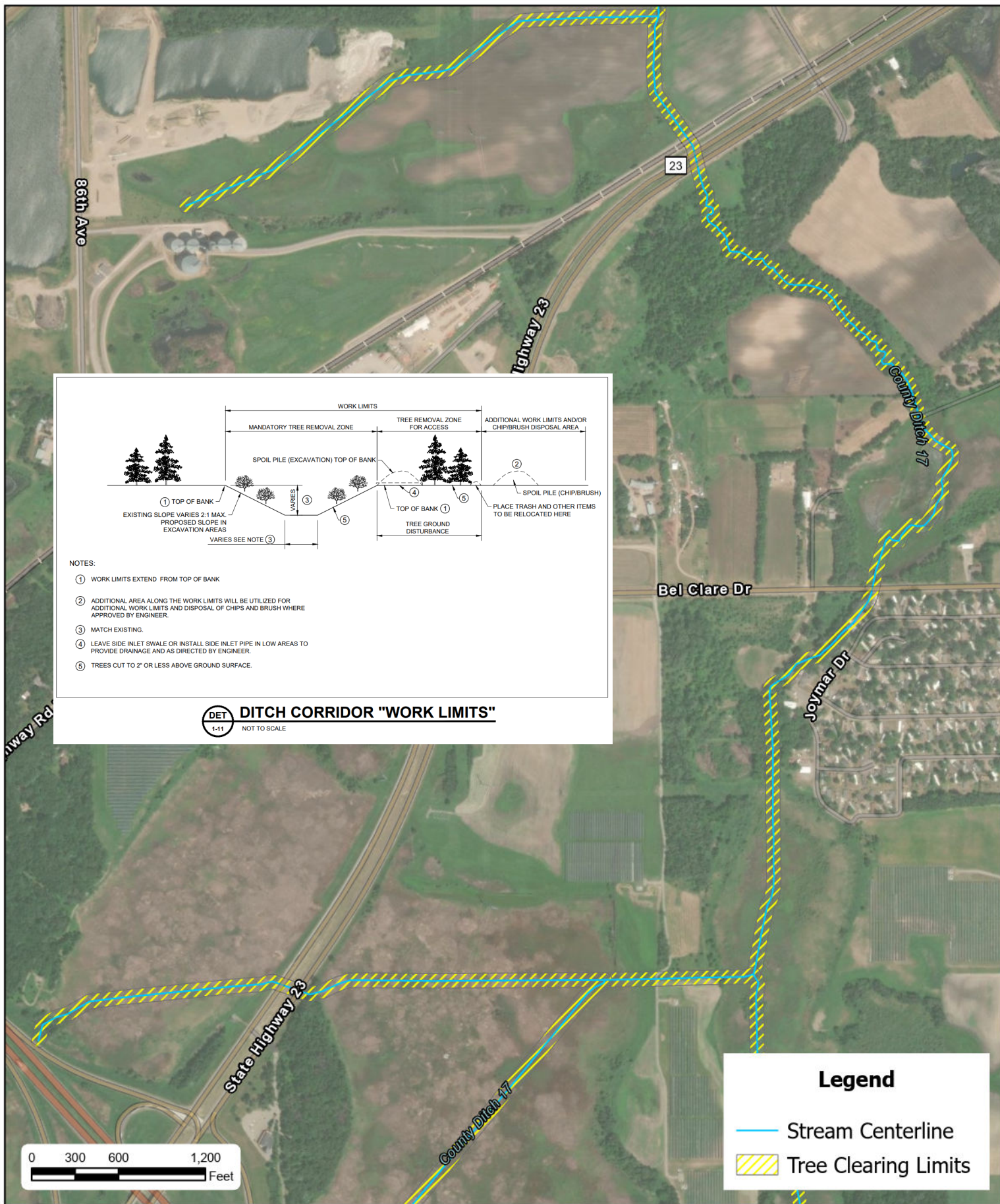
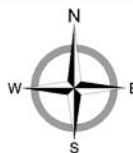


FIGURE 2
SCD 17 TREE CLEARING LIMITS
WAITE PARK, MINNESOTA

Created By: GIS Date Created: 11/14/20 Date Saved: 11/14/25 Date Plotted: N/A Date Exported: 11/14/25
 Plotted By: Jonah Welter Parcel Date: XX/XX/20 Aerial Image: 2019 County NAIP SIDS Elevation Data: Lidar
 Horizontal Datum: NAD 1983 HARN Adj MN Stearns Feet Vertical Datum: NAVD1988
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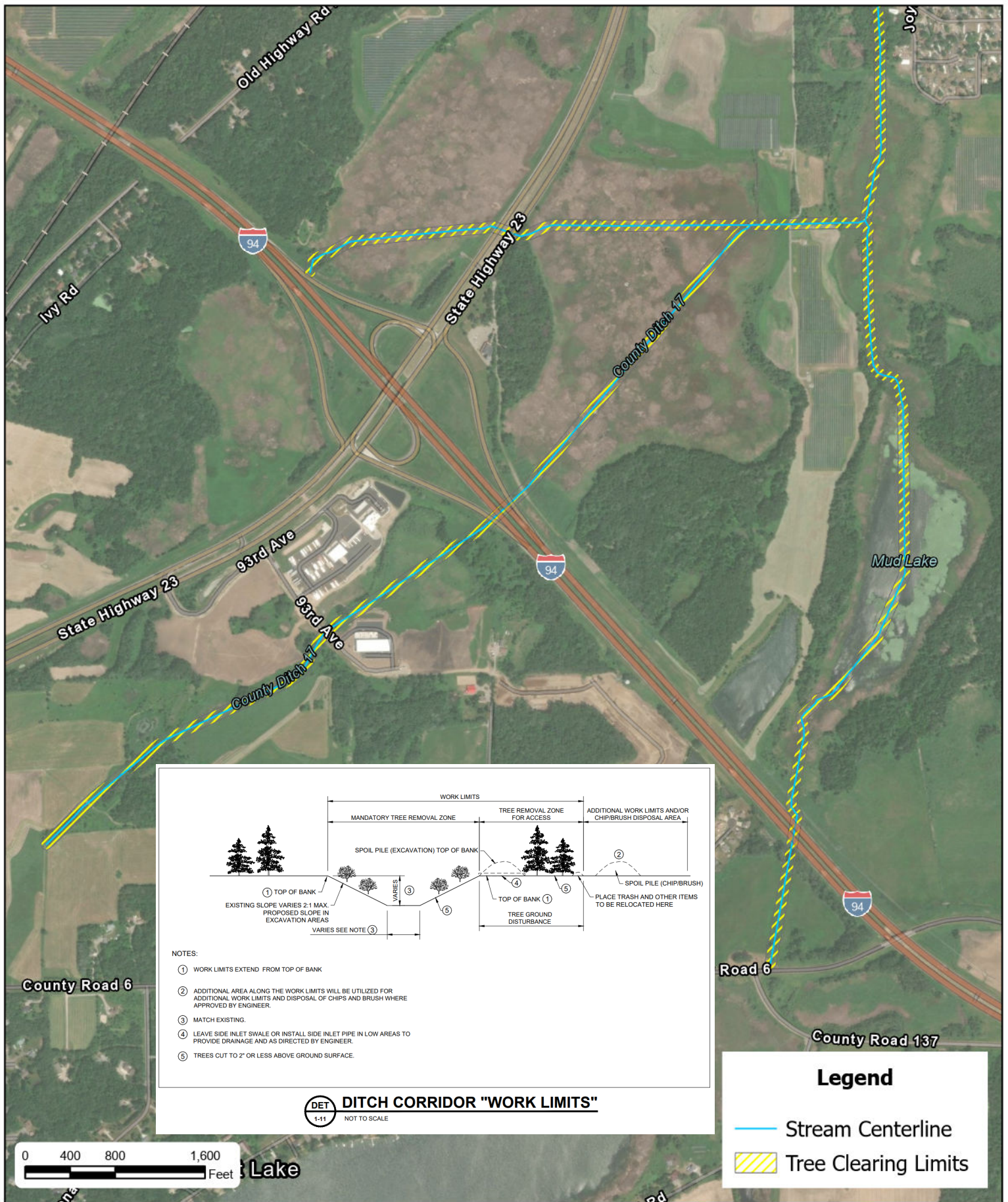
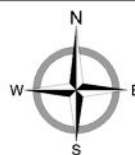


FIGURE 3
SCD 17 TREE CLEARING LIMITS
WAITE PARK, MINNESOTA

Created By: GIS Date Created: 11/14/20 Date Saved: 11/14/25 Date Plotted: N/A Date Exported: 11/14/25
 Plotted By: Jonah Welter Parcel Date: XX/XX/20 Aerial Image: 2019 County NAIP SIDS Elevation Data: Lidar
 Horizontal Datum: NAD 1983 HARN Adj MN Stearns Feet Vertical Datum: NAVD1988
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